

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

ST. GEORGE FIRE PROTECTION DISTRICT (BATON ROUGE)

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

ST. GEORGE FIRE PROTECTION DISTRICT (BATON ROUGE)

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR *
FIRE LIEUTENANT **
FIRE CAPTAIN **
BATTALION FIRE CHIEF **
ASSISTANT FIRE CHIEF **
CHIEF OF OPERATIONS **
FIRE CHIEF *

LINE SUPPORT CLASSES

CHIEF ADMINISTRATIVE OFFICER*

TECHNOLOGY OFFICER*

CHIEF TECHNOLOGY OFFICER**

PARAMEDIC*

PARAMEDIC UNIT COMMANDER**

SHIFT SUPERVISOR OF EMERGENCY MEDICAL SERVICES**

CHIEF OF EMERGENCY MEDICAL SERVICES **

SPECIAL SERVICES OFFICER*

CHIEF OF SPECIAL SERVICES **

FIRE PUBLIC EDUCATION OFFICER*

FIRE PREVENTION OFFICER *

CHIEF OF FIRE PREVENTION **

FIRE TRAINING AND SAFETY OFFICER *

FIRE COMMUNICATIONS OFFICER *

*Competitive class

**Promotional class

SG Index

Original Adoption: 04-22-87

Revision Dates: 09-30-87, 09-03-91, 03-20-96, 11-05-98, 06-21-00, 08-02-00, 10-05-06,
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10-06-21, 05-26-22, 02-15-23

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter/Operator comprises entrance level positions in the classified firefighting division of fire department operations. Employees of this class receive training in and perform firefighting and fire suppression tasks such as controlling and extinguishing fires, performing rescue work, and driving, operating, and maintaining fire department vehicles. Employees of this class report to, have work reviewed by, and are supervised by a company officer. This class ranks directly below that of Fire Lieutenant.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Participates in assigned training drills either as an individual or as a member of a group. Attends special schools or courses assigned. Reads and studies assigned material related to performance of work.

Trains for and performs firefighting and rescue tasks such as connecting, carrying, and operating hose lines and directing fire streams, ventilating buildings, and using ladders, lines, and other equipment to aid in fighting fires or removing fire and accident victims to safety.

Drives fire apparatus to and from fire. Positions apparatus and connects to supply source. Operates pumper to supply adequate pressure to the nozzle. Calculates required fire flow, friction loss, intake and discharge pressures necessary for fire suppression.

Administers advanced first aid and emergency care techniques to victims of fire and accident either on the scene of an emergency or en route to the hospital.

Performs tasks necessary to protect property using covers, tarps, or other materials. Constructs catch-alls and chutes to trap and dispose of water. Locates and extinguishes hidden fires and hot spots. Removes debris and charred waste.

Participates in fire investigation and fire cause determination. Informs officer in charge of suspected arson. Observes witnesses at the fire scene and questions witnesses to determine fire cause. Testifies in court.

Completes forms and records as required.

Cleans, dries, inspects, and properly secures any assigned firefighting equipment such as hoses, hand tools, portable breathing apparatus, ladders, or related equipment. Cleans fire vehicles. Performs periodic tests on apparatus and equipment as required. Inspects fire hydrants, conducts flow tests, and periodically flushes hydrants to remove rust and sediment.

Performs tasks necessary for the proper maintenance of station and grounds such as cleaning floors and windows, emptying trash cans, mowing grass, and notifying officer in charge of needed repairs.

Performs public relations duties such as calming excited citizens at a fire scene, receiving and responding to complaints from the public, and providing information to the public concerning the work of the fire department. Participates in fire inspections.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a medical examination, a drug screen, a psychological evaluation, a fitness evaluation, a criminal records review, and a driver's license check, prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Prior to confirmation in the class of Firefighter/Operator, must become Louisiana State Certified and Nationally Registered as an Emergency Medical Technician (EMT) or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Firefighter/Operator.

Firefighter SG
Original Adoption: 03-20-96
Revision Dates: 01-12-00, 10-02-06, 05-07-10, 08-01-14, 10-06-21

FIRE LIEUTENANT

(Promotional Class)

GENERAL STATEMENT OF DUTIES

This class encompasses the first level of supervisory positions in the suppression division of fire department services. Employees of this class are responsible for supervising and assisting a company of Firefighter/Operators in the performance of their duties, both at the station and at the scene of a fire or other emergency. Fire Lieutenants respond to all emergency calls, assuming command until relieved by a superior officer. Employees of this class supervise the daily maintenance of all equipment and apparatus, participate in the training of subordinate employees, and assist the Fire Captain with completion and maintenance of records and reports. The Fire Lieutenant receives general instructions from the Fire Captain and has the authority to work independently in most areas. This class ranks directly below that of Fire Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists Fire Captain with the management of the operation of one fire station for one shift by overseeing and evaluating the work performance of a company of Firefighter/Operators. Inspects, supervises, instructs and drills personnel in firefighting techniques, departmental procedures, and rules and regulations. Conducts employee performance evaluations, discusses work performance with subordinates and keeps Fire Captain advised of subordinates' work performance. Resolves employee complaints and grievances. Counsels subordinates when there is a performance or personnel problems. Recommends corrective action. Reviews records of previous shift activity and issues work assignments to subordinates.

Responds to all fire alarms and determines the most direct route to the fire to be taken by the fire company making sure all laws and safety regulations are followed. Determines the positioning of apparatus at the fireground in order to initiate the most effective fire attack. Supervises and performs emergency scene operations involving fire suppression, including size-up, pumper operations, forcible entry, ventilation, salvage and overhaul, and the containment and control of hazardous materials. Supervises search and rescue and emergency medical procedures. Makes recommendations to officer in charge regarding appropriate equipment procedures. Provides for the needs of firefighters and other emergency personnel at the scene of an incident. Assumes incident command and directs work until relieved of command by a superior officer.

Supervises and provides for the maintenance of department records, such as records of activity, payroll records, inventory records, or any other records which may be required. Writes reports, including incident reports, maintenance records, NFIRS reports, and preliminary investigation reports, and personally completes forms and records, as assigned.

Directs and assists with the regular inspection and maintenance of apparatus and equipment such as fire pump, aerial ladders, elevating platforms, and emergency medical equipment.

Inspects station house, buildings, and facilities to ensure compliance with departmental maintenance standards. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Maintains inventory of supplies and equipment; orders and disburses supplies and equipment to personnel as required.

Participates in fire prevention and safety education. Performs pre-fire planning inspections by visiting businesses, schools, places of public assembly, and private properties located in an assigned area. Studies information regarding location of hydrants and standpipes, building layout, hazardous material storage, occupancy patterns, and structural information. Recommends corrections for unsafe practices and conditions. Draws preplanning maps and diagrams.

Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of carelessness or the act of an arsonist. Informs officer in charge of suspected arson. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Protects, preserves, and maintains the chain of custody of any evidence of arson. Assists arson investigation personnel. Testifies in court when required.

Participates in special community projects designed to improve public relations or the image of the fire department. Coordinates the work of the department with related agencies, such as law enforcement, State Fire Marshall's Office and mutual aid, releasing information and giving assistance when needed. Oversees and participates in tours of department facilities.

Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of promotion, but before beginning work in this class, must pass a medical examination and fitness evaluation prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator for at least five (5) years immediately preceding the closing date for application to the board.

Prior to the closing date for application to the board, must have obtained certifications as Firefighter I, Firefighter II, Driver/Operator – Aerial, Fire Service Instructor I, Fire Inspector I, and Fire Officer I, according to National Fire Protection Association (NFPA) standards.

Effective January 1, 2024 must have obtained Incident Safety Officer certification according to National Fire Protection Association (NFPA) standard.

Effective July 1, 2025 must have obtained Fire Investigator certification according to National Fire Protection Association (NFPA) standard.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Fire Lieutenant.

Effective January 1, 2024 must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT-A) Advanced or higher.

Effective January 1, 2027 must have attained an Associate Degree in Fire Science or related Fire Service management as approved by the Fire Chief, or completed technical program approved by the Fire Chief.

Fire Lieutenant SG
Original Adoption: 05-07-10
Revision Dates: 10-06-21

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which include the management of the operation of a fire station, and the supervision of firefighting personnel and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, provide for the maintenance of all equipment and apparatus, and participate in the training of subordinate employees. Fire Captains work with a high degree of independence, and report to and have work reviewed by the Battalion Fire Chief. This class ranks directly below the class of Battalion Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of a fire station on one shift. Answers fire alarms from dispatcher, records necessary information, and supervises driving of fire apparatus to emergency scene. Communicates with dispatcher from fire scene. Assumes command until relieved by a superior officer. Supervises emergency scene operations in size-up, rescue, emergency medical procedures, forcible entry, ventilation, fire suppression, use of water supplies, nozzle and hose handling, and salvage and overhaul.

Supervises subordinate fire department personnel. Inspects the appearance of assigned equipment and personnel. Issues orders and assigns duty areas. Supervises and evaluates the work performance of subordinates. Counsels employees who experience work problems. Resolves employee complaints and grievances. Maintains discipline. Trains subordinates in basic firefighting by personally conducting training in the classroom, drills and evolutions, and by "on-the-job" training.

Investigates the causes, origins, and circumstances of fires; secures the fire scene to prevent removal or damage of evidence of suspected arson; searches for, protects, and preserves evidence; reports and maintains the chain of custody of evidence of suspected arson. Assists arson investigation personnel.

Supervises the maintenance of department records. Completes assigned forms and records, such as maintenance records, incident reports, records of activity, inventory records, pre-fire plan and inspection reports, and preliminary investigation reports.

Supervises the repair and maintenance of property and equipment. Conducts required tests of fire department apparatus and equipment. Inspects station house, building, and facilities to insure compliance with departmental maintenance standards. Reports all repair and replacement needs. Inspects fire apparatus for proper placement and maintenance of tools and

equipment, such as protective breathing apparatus, portable fire extinguishers, and hand tools.
Supervises daily radio checks.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Inspects public occupancies to ensure compliance with fire codes and local ordinances. Reports fire hazards or safety violations to the appropriate authority.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of promotion, but before beginning work in this class, must pass a medical examination and fitness evaluation prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must possess a valid driver's license.

Must have continuously been a regular and permanent employee in the class of Lieutenant for the two (2) years immediately preceding the closing date for application to the board.

Prior to the closing date for application to the board, must have obtained certifications as Firefighter II, Fire Service Instructor I, Fire Inspector I, and Fire Officer I, according to National Fire Protection Association (NFPA) Standards.

Effective January 1, 2024 must have obtained Incident safety Officer certification according to National Fire Protection Association (NFPA) standard.

Effective January 1, 2024 must have obtained Fire Investigator certification according to National Fire Protection Association (NFPA) standard.

Effective July 1, 2025 must have obtained Fire Officer II certification according to National Fire Protection Association (NFPA) standard.

Effective January 1, 2024 Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT-A) Advanced or higher.

Effective January 1, 2027 must have obtained Fire Service Instructor II certification according to National Fire Protection Association (NFPA) standard.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Fire Captain.

Prior to the closing date for application to the board, must have attained an associate degree in Fire Science or related fire management curriculum as approved by the Fire Chief, or completed technical program approved by the Fire Chief

Fire Captain SG

Original Adoption: 11-05-98

Revision Dates: 01-12-00, 06-21-00, 08-02-00, 03-23-01, 02-28-02, 10-02-06, 06-18-07,
05-07-10, 10-06-21, 11-28-22

BATTALION FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible supervisory positions in the fire suppression division. Battalion Fire Chiefs oversee the operations of a single battalion on an assigned shift, and coordinate work schedules and daily activities to see that all assigned stations are manned, to provide for training of subordinate personnel, and to perform administrative duties related to the assigned shift. Employees of this class ensure that departmental regulations and procedures are observed. Battalion Fire Chiefs command fire ground operations within the assigned district until relieved by a superior officer. Employees of this class work with a high degree of independence, receiving only general instruction from the Assistant Fire Chief. This class ranks immediately below that of Assistant Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operations of a fire battalion on an assigned shift. Assists superior officers in planning and organizing operations having to do with personnel and equipment of the assigned district. Monitors and evaluates local conditions which may become fire or safety hazards. Keeps informed on local trends which may affect the fire service, and reports findings to superior officer. Investigates all accidents involving personnel and equipment of the assigned district. Investigates complaints against subordinate personnel and recommends appropriate action.

Manages fire suppression and emergency operations of the assigned district. Responds to all alarms within the assigned district, and functions as incident commander until relieved by superior officer. Supervises the performance of subordinate personnel during emergency incidents and directs emergency scene operations such as size-up, forcible entry, ventilation, protection of exposures, fire extinguishment, salvage and overhaul, and emergency medical services. Personally, acts as part of the fire attack team. Oversees all safety procedures at the emergency scene. Maintains communications between the fire scene and authorized personnel and calls for assistance when needed. Participates in incidents involving hazardous materials. Investigates causes of fires within the assigned district. Assists arson investigation personnel.

Supervises all company officers assigned to the district for which responsibility has been delegated. Holds meetings with personnel for the purpose of receiving reports and disseminating information. Inspects the appearance of personnel and equipment. Assigns work and duty areas to subordinates. Assigns work schedules and approves leave. Evaluates work performance of subordinate employees and discusses performance evaluations with both superiors and employees. Provides technical assistance to subordinates when needed. Maintains discipline. Supervises training of subordinates in fire suppression techniques. Conducts training in firefighting, safety, rescue, first aid and emergency medical services, ventilation, nozzle and hose

handling, fire streams, water supplies, use of tools and equipment, salvage and overhaul, pre-fire planning, and fire inspection.

Provides for the preparation and maintenance of all forms, records, and reports required to document the activities of the assigned district. Personally, completes any forms or records assigned.

Informs the public about fire department operations through talks, demonstrations, and distribution of literature. Answers questions for the public about the operations of the fire department or other related emergency services

Oversees the general care and maintenance of property and equipment assigned to the delegated district. Provides for sufficient supplies and equipment for the assigned district.

Performs any related duties assigned

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of promotion, but before beginning work in this class, must pass a medical examination and fitness evaluation prepared and administered under the authorization of the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have and maintain a valid driver's license.

Must have continuously been a regular and permanent employee in the class of Fire Captain for the five (5) years immediately preceding the closing date for application to the board.

Prior to the closing date for application to the board, must have obtained certifications as Firefighter II, Fire Service Instructor I, Fire Inspector I, Fire Officer I, and Fire Officer II, according to National Fire Protection Association (NFPA) Standards.

Effective January 1, 2024 must have obtained Incident Safety Officer certification according to National Fire Protection Association (NFPA) standard.

Effective July 1, 2025 must have obtained Fire Officer III certification according to National Fire Protection Association (NFPA) standard.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Battalion Fire Chief.

Effective January 1, 2010 must have an associate degree in fire science or a related fire management curriculum as approved by the Fire Chief.

Effective January 1, 2027 must have attained a bachelor's degree in Fire Administration or related fire management curriculum as approved by the Fire Chief or graduated from the Managing Officer Program through the National Fire Academy.

Battalion Fire Chief SG

Original Adoption: 11-05-98

Revision Dates: 01-12-00, 06-21-00, 10-02-06, 06-18-07, 10-06-21, 11-28-22

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible administrative and supervisory positions, the primary duty of which is overseeing the operations of all fire districts on an assigned shift. Assistant Fire Chiefs direct and supervise the work of Battalion Fire Chiefs on an assigned shift, participate in the research and planning for programs and activities of the department, and assist chief officers in determining how the department should be organized. Employees of this class provide for employee training, the maintenance of equipment and property, and records management through Battalion Fire Chiefs. Assistant Fire Chiefs are required to perform the duties of their position with a high degree of independence, with assignments received from and work reviewed by the Chief of Operations. This class ranks directly below that of Chief of Operations.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages operations of all fire districts on an assigned shift. Conducts inspections, observes and evaluates the effectiveness of assigned operations, and takes appropriate action to correct or improve problem areas. Participates in the research and planning for programs and activities of the department. Assists chief officers to determine how the department should be organized and recommends the number and distribution of operational units. Investigates all accidents involving assigned equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents.

Oversees the preparation and maintenance of records and reports to document department activity on the assigned shift. Compiles and organizes data needed for reports. Prepares payroll records for the assigned shift.

Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Answers questions for the public about fire department operations, or any other related areas of emergency services. Writes letters in response to written or oral requests addressed to the fire department.

Supervises all subordinate employees on an assigned shift. Holds meetings for the purpose of receiving reports or disseminating information. Inspects the appearance of personnel to insure compliance with departmental standards for safety and propriety. Assigns duty areas and work schedules and approves leave in accordance with department policies. Oversees and evaluates the work performance of and reviews reports written by subordinates. Assists subordinates in technical areas of work. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Writes employee evaluation reports. Maintains discipline, including conducting corrective interviews and recommending disciplinary action to a superior.

Functions as incident commander at the fire scene until relieved by a superior officer. Ensures that standard operating procedures are observed and takes charge of all safety procedures at the scene of the incident. Ensures that fire scenes are secured to prevent the removal or damage of evidence of possible arson. Participates in fire investigations; determines causes, origins, and circumstances of fires. Participates in hazardous materials incidents.

Oversees training of department personnel. Participates in classroom training and drill evolutions in fireground operations, including fire suppression techniques, safety, nozzle and hose handling, fire streams, water supplies, rescue, forcible entry, first aid and emergency medical services, salvage and overhaul, use of tools and equipment, pre-fire planning, and fire inspection.

Oversees the general care and maintenance of firefighting apparatus and equipment, vehicles, and property. Arranges for repairs of fire department facilities and equipment. Orders supplies and equipment and provides for the distribution of supplies and equipment in accordance with department procedures.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of promotion, but before beginning work in this class, must pass a medical examination and fitness evaluation prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have and maintain a valid driver's license.

Must have continuously been a regular and permanent employee in the class of Battalion Fire Chief for the two (2) years immediately preceding the closing date for application to the board.

Prior to the closing date for application to the board, must have obtained certifications as Firefighter II, Fire Service Instructor I, Fire Officer I, Fire Officer II and Fire Officer III, according to National Fire Protection Association (NFPA) Standards.

Effective January 1, 2024 must have obtained Incident Safety Officer certification according to National Fire Protection Association (NFPA) standard.

Effective July 1, 2025 must have obtained Fire Officer IV certification according to National Fire Protection Association (NFPA) standard.

Effective January 1, 2023 must have obtained Fire Service Instructor II certification according to National Fire Protection Association (NFPA) standard.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Assistant Fire Chief.

Effective January 1, 2010 must have an associate degree in fire science or a related fire management curriculum as approved by the Fire Chief.

Effective January 1, 2027 must have attained a bachelor's degree in Fire Administration or related curriculum as approved by the Fire Chief.

Assistant Fire Chief SG

Original Adoption: 11-05-98

Revision Dates: 01-12-00, 06-21-00, 02-28-02, 10-02-06, 01-02-07
06-18-07, 10-06-21, 11-28-22

CHIEF OF OPERATIONS

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory position, the primary duty of which is to manage the Operations Divisions. The Chief of Operations sets management policies, goals, and objectives for the assigned divisions. The incumbent of this class assists the Fire Chief in planning, research, and organization of the fire department having to do with equipment and personnel. The Chief of Operations performs regularly assigned duties with a high degree of independence, having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the Operations divisions. Assists with research and planning for programs and activities of the department. Studies and reviews laws, regulations, ordinances, and court rulings relating to fire department operations. Recommends policies, goals, and objectives for consideration by the Fire Chief. Plans, organizes, and conducts inspections of department operations, evaluates effectiveness of these operations, and takes appropriate action to correct or improve problem areas.

Keeps informed on modern firefighting methods and administrative practices. Monitors and evaluates local conditions which may become fire or safety hazards. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service. Recommends changes in department operations which will improve ISO ratings.

Assists the Fire Chief in developing a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring. Works with boards and agencies whose rules and regulations affect the careers of fire department employees. Investigates all accidents involving department equipment and personnel, determines causes, and proposes changes in procedures to avoid future accidents. Investigates complaints against department personnel, and formulates recommendations in response to the complaints.

Coordinates the work of the department with private sector organizations and other public agencies, and organizes special projects related to public relations. Informs the public about fire department work by means of talks, demonstrations, and distribution of literature. Writes letters in response to written or oral requests addressed to the fire department; answers questions for the public about the operation of the fire department or any related areas of emergency services.

Functions as incident commander at the fire scene until relieved by the Fire Chief. Oversees emergency scene operations, including size-up, rescue, forcible entry, ventilation, nozzle and

hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, safety, and emergency medical services. Participates in emergencies involving hazardous materials. Acts as coordinator between firefighting and law enforcement personnel. Maintains fire ground communications.

Oversees the supervision of department employees by seeing that discipline is maintained, counseling employees who are experiencing work problems, and meeting and working with employee groups. Holds meetings with subordinate personnel for the purpose of receiving and disseminating information. Inspects the appearance of equipment and personnel. Oversees the assignment of duties and work schedules and approves leave. Oversees and evaluates the work performance of subordinates. Reviews reports written by subordinates.

Assists the Fire Chief in writing specifications for new fire department equipment. Prepares specifications for public bid. Oversees the bidding process. Orders supplies and equipment. Makes recommendations on major purchases for the department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid driver's license.

After offer of promotion, but before beginning work in this class, must pass a medical examination and fitness evaluation prepared and administered by the appointing authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must have continuously been a regular and permanent employee in the class of Assistant Fire Chief for the two (2) years immediately preceding the closing date for application to the board.

Prior to the closing date for application to the board, must have obtained certifications as Fire Officer I, Fire Officer II and Fire Officer III, according to National Fire Protection Association (NFPA) Standards.

Effective January 1, 2024 must have obtained Incident Safety Officer according to National Fire Protection Association (NFPA) Standards.

Effective January 1, 2024 must have obtained Fire Investigator certification according to National Fire Protection Association (NFPA) standard.

Effective July 1, 2025 must have obtained Fire Officer IV certification according to National Fire Protection Association (NFPA) standard.

Effective January 1, 2026 must have obtained Fire Service Instructor II certification according to National Fire Protection Association (NFPA) standard.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Chief of Operations.

Effective January 1, 2027 must have attained a master's degree in Fire Administration or related curriculum as approved by the Fire Chief or Must have successfully completed the Executive Fire Officer Program at the National Academy.

Prior to the closing date for application to the board, must have an associate degree in fire science, a related fire management curriculum or a bachelor's degree in business or public administration curriculum.

Chief of Operations SG

Original Adoption: 11-05-98

Revision Dates: 01-12-00, 06-21-00, 03-23-01, 02-28-02, 10-02-06, 08-12-11, 10-06-21

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief officer for the fire department. The Fire Chief is directly responsible for the organization and administration of the department, for managing fire suppression activities, for the supervision of all departmental personnel for financial planning and budgeting of funds, and for public relations. The incumbent of this class is also responsible for providing for employee training and for developing and administering a fire prevention program. The Fire Chief has the authority and responsibility to carry out the duties of the position independently and is accountable to the St. George Fire Protection District No. 2 Board of Commissioners, which reviews and evaluates the work of this class.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages all the operations of the fire department. Develops management policies and determines goals and objectives for the department. Organizes the department by creating a structure to provide fire protection services for the community. Monitors any local conditions which may create situations the department may be called upon to handle. Develops methods which may be used to evaluate productivity or effectiveness and uses these methods to evaluate and make decisions concerning department operations. Compiles, organizes, and analyzes data needed and writes reports required to document department activity.

Uses information developed in performance evaluations to make personnel decisions. Establishes and maintains a balance of meeting employee needs with meeting organizational goals. Develops a report review system to be used as an inspection process for analyzing the quality of fire service.

Manages the operation of the general accounting system for the department. Authorizes the expenditure of funds allocated for fire department operation. Prepares a departmental operating budget, including procedures such as collecting and analyzing necessary fiscal information and preparing revenue and expenditure estimates.

Promotes a positive public image of the work of the department in the daily performance of duties. Serves as official department representative at any required meetings in order to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the fire service. Acts as department representative to the news media. Handles complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services. Determines target areas for fire prevention or public education efforts.

Supervises subordinate department personnel. Reviews work to be done and delegates assignments, outlines duties and responsibilities for subordinates, sets task priorities, evaluates

work performance, and writes employee evaluation reports. Inspects the appearance of department equipment and personnel to ensure that these meet departmental standards for safety and propriety. Provides for good housekeeping and takes action to control hazards; trains subordinates in safety. Handles employee complaints and grievances, and counsels employees who are experiencing work problems. Maintains discipline.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides for and oversees a communications system for the department. Prepares specifications on new fire department equipment for public bids.

Develops and implements an emergency management system based on an identification of potential hazards facing the jurisdiction and an assessment of the capabilities for dealing with those hazards. Directs and controls fireground operations, making decisions on strategy, and directing and monitoring intermediate command staff members. Directs the handling of emergencies involving hazardous materials. Develops and maintains a system to provide for organized, rapid care to persons suffering from injury or illness. Establishes and implements effective fireground communications procedures.

Directs a program of fire inspections, provides materials and equipment, insures that assigned department members have requisite training, and oversees and reviews the work of subordinate personnel engaged in fire inspections. Directs a program of pre-fire planning in order to prepare for rescue and firefighting operations. Directs a program of fire investigations to determine if fires occurring in the jurisdiction were the result of arson.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, must possess a valid driver's license, and passing a civil service examination for the position.

After offer of employment, but before beginning work in this class, must pass a medical examination, a drug screen, a psychological evaluation, a fitness evaluation, a criminal records review, and a driver's license check, prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have obtained certifications as Fire Officer I, Fire Officer II and Fire Officer III and Fire Officer IV, according to National Fire Protection Association (NFPA) Standards.

Must have master's degree in emergency management, leadership and supervision, management, public administration, or any other field deemed appropriate by the Civil Service Board, and at least twelve (12) years of progressively responsible experience as a full-time member of a paid fire service organization, with at least five (5) years of which must have been in positions which included administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have successfully completed the Executive Fire Officer Program at the National Academy, and at least twelve (12) years of progressively responsible experience as a full-time member of a paid fire service organization, with at least five (5) years of which must have been in positions which included administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief SG

Original Adoption: 09-03-91

Revision Dates: 11-02-94, 10-02-06, 06-18-07, 10-04-19, 10-06-21

CHIEF ADMINISTRATIVE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative position in the fire department service. The primary duties and responsibilities include managing the Administrative Division which is comprised of positions including Departmental Records Clerk. The Chief Administrative Officer assists the Fire Chief in the organization and management of the fire department in areas such as human resources administration, planning and research, maintaining records and reports, preparing department budget, and maintaining supplies and equipment. The employee of this class has the authority to work independently and performs duties with little or no supervision. The incumbent of this class reports to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of and sets management policies for the Administrative Division of the fire department. Assists with the planning and organization of departmental operations involving personnel, equipment and apparatus.

Participates in developing a personnel recruitment and selection program, interviews prospective employees and makes recommendations for hiring. Maintains promotional eligibility lists and recommends promotions in accordance with civil service law.

Holds meetings with fire department personnel to receive reports, disseminate information, inspect appearance or discuss work performance. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken. Conducts inspections of various divisions of the department, observes operations and evaluates the effectiveness of each division.

Takes appropriate action or makes recommendations to correct or improve problem areas. Investigates all accidents involving department equipment or personnel, determines cause and makes recommendations on procedure to avoid future accidents.

Acts as chief medical officer for the department, supervising occupational health practices, overseeing the return-to-work process for employees who have been on extended leave and coordinating the release of medical records as needed.

Assists with the preparation of PIAL ratings by participating as a member of the departmental PIAL rating team. Gives reports, offers advice, makes recommendations and keeps informed on local trends that may affect the fire service when attending meetings required by the local governing authority. Testifies in court when required.

Supervises and evaluates positions in the Administrative Division by assigning work or duty areas, providing assistance in technical areas of work, assigning schedules, reviewing reports, delegating authority, approving leave, discussing performance with subordinates, writing employee evaluation reports and recommending disciplinary action when necessary.

Promotes peace and harmony by counseling subordinates who are experiencing work problems, resolving employee grievances, ensuring that discipline is maintained, meeting and working with employee groups or by taking any other action deemed necessary.

Personally, completes any forms and records required, including payroll records. Reads correspondence addressed to the fire department and decides what type of action should be taken in reply. Composes letters in response to written or oral requests directed to the fire department or to address other department needs. Writes newspaper articles or any other official department position paper for publication. Oversees and writes requests for grants or other special funds to aid in the operation of the fire service. Works with superiors to provide oversight and accounting for the money and assets of the department.

Assists in the preparation and submission of departmental and divisional operating budgets by compiling and organizing financial data. Authorizes expenditure of funds, making sure that such expenditures are in accordance with the budget. Orders and maintains inventory of supplies and equipment for the fire department and various divisions, distributing such to authorized personnel as required. Coordinates and oversees programs related to personal protective equipment and uniforms.

Informs the public about fire department work by means of talks, demonstrations or distribution of literature to schools, civic groups, building owners and employees. Answers questions for the public about the operation of the fire department, fire prevention or any related areas of emergency services. Serves as department representative to the news media, releasing information and answering questions concerning the work of the department.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

Must possess a valid driver's license.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have an associate degree in fire science, a related fire management curriculum or a bachelor's degree in a business or a public administration curriculum and at least five (5) years of experience as a full-time member of a paid fire service organization.

Effective January 1, 2026 must have attained a Bachelor's degree in Fire Administration or related curriculum as approved by the Fire Chief.

Chief Administrative Officer SG
Original Adoption: 08-01-14
Revision Dates: 10-06-21

TECHNOLOGY OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises responsible, non-supervisory positions, the primary duties of which include the design, implementation, and maintenance of a computerized fire department records management system and maintenance of department network servers. The employee of this class ensures the departmental records management system is kept current and maintained for the purposes of tracking departmental activity. The Technology Officer provides technical assistance and training to fire department personnel. The employee of this class is familiar with servers utilizing Active Directory, Exchange, and SQL. The Technology Officer reports to and has work reviewed by the Chief Technology Officer.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Chief Technology Officer in the development and maintenance of the fire department computer network and CAD systems. Assists in the operation of the division, and recommends steps to correct any problems observed. Monitors network to ensure availability to all system users and resolves data communication problems. Maintains security of department's licensed software. Performs remedial actions to correct problems based on knowledge of system operation. Assists in the administration and monitoring of computer program that controls user access to system. Maintains security measures to safeguard information in computer files against accidental or unauthorized modification, destruction, or disclosure. Responds to inquiries concerning problems with systems and/or operations. Maintains mobile data equipment, and other public safety software applications on fire department first responder vehicles including: interfacing with the records management system, repairing/replacing equipment, updating software, and training department employees.

Installs, modifies, and makes repairs to department computer hardware and software. Loads software such as operating systems, word processing, or spreadsheet programs into computers. Maintains inventory records on all department owned computer hardware and peripherals. Repairs or replaces software applications in department vehicles. Meets with computer hardware and software vendors to review products related to the departmental computer/networking systems. Makes recommendations for the purchase of computer network equipment, hardware and software. Distributes supplies and equipment as required. Assists in the investigation of all accidents involving department computer equipment, determining cause, and formulating procedures to avoid future accidents. Responds to all alarms or emergency calls for which the department is answerable, in order to ensure mobile data computer equipment on fire department vehicles is functioning properly.

Assists in the design, implementation, maintenance, and modification of a computerized records management system. Participates in the examination and evaluation of the existing records management system in order to develop new system or to recommend improvements in system's format, use, and control. Runs queries as needed to obtain information for department records. Develops new forms for departmental use as required. Transfers data from records, reports and forms from paper files to electronic files.

Assists the Chief Technology Officer in the development of a formal training program for all computer/network functions of the department. Participates in the preparation of written procedures and manuals to be used by department personnel in the operation of the computer systems and applications. Assists in the instruction of training courses relating to computer/network functions taught by the department. Assists with informal or on-the-job training for new employees.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must possess a valid driver's license.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a minimum of an associate degree in Fire Science and three (3) years of work experience in electronic computer or communications equipment related field with a working knowledge in data systems, including installing and maintaining local area networks (LAN).

Technology Officer SG
Original Adoption: 05-26-22
Revision Dates: 11-28-22

CHIEF TECHNOLOGY OFFICER

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises a responsible, non-supervisory position, the primary duties of which include the design, implementation, and maintenance of a computerized fire department records management system and maintaining the department network servers. The employee of this class ensures the departmental records management system is kept current and maintained for the purposes of tracking departmental activity. The Chief Technology Officer provides technical assistance to other personnel in the department. The employee of this class is familiar with servers utilizing Active Directory, Exchange, and SQL. The Chief Technology Officer reports to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Serves as computer network administrator and maintains department network services. Safeguards computer files against accidental or unauthorized alterations and monitors user access to databases. Responds to inquiries concerning problems with the system, resolves data communication errors, and ensures network is functioning properly. Corrects problems based on knowledge of system operation and provides technical assistance to users. Manages department's email accounts and password assignments. Loads software into computers and maintains security. Installs hardware and peripheral components, such as monitors, keyboard, printers, and disk drives.

Designs and implements a computerized fire department records management system and decides what information should be included. Inspects and maintains system for tracking departmental activity. Runs queries as needed to obtain information for department records. Transfers data from paper to electronic files using computer scanning equipment. Compiles, organizes, retrieves, and files data needed for reports, records, or forms. Develops new forms for departmental use as required. Reviews databases and creates reports for compliance with PIAL rating. Reviews records retention schedules and record-keeping requirements to determine timetables for transferring active records to inactive or archival storage, and for destroying obsolete or unnecessary records. Prepares written procedural manuals to be used by personnel regarding the operation of computer systems and applications. Holds meetings with department personnel to receive reports and disseminating information and prepares correspondence as required.

Develops and evaluates a formal training program for all computer and network functions in the department, such as operating manuals, networking equipment, and software applications. Serves as an instructor for training courses and sees that the program is properly staffed and supplied with training resources. Provides informal or "on-the-job" training for new employees.

Accounts for the money and assets of the IT department. Assists in the preparation and compiling information for the annual budget report and the total departmental operating budget. Prepares and submits to the proper authority an operating budget for the IT division. Prepares purchase requisitions and maintains inventory records on all department owned computer hardware and peripherals.

Responds to alarms and emergency calls to ensure proper functioning of mobile data equipment on fire department first responder vehicles. Maintains public safety software applications on vehicles, including interfacing with the records management system, replacement and repairs, and updates to software such as iPad/iPhone applications. Answers incoming telephone calls and handles routine matters. Assists with overview and management of department social media.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Technology Officer immediately preceding the closing date for application to the board.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Chief Technology Officer SG
Original Adoption: 08-01-14
Revision Dates: 10-06-21, 05-26-22, 11-28-22

PARAMEDIC

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, the Paramedic drives emergency medical vehicles and provides intensive care paramedic services and medical aid at the emergency scene. Employees of this class operate and maintain fire apparatus/fire equipment and also perform the full range of fire suppression duties, when not providing emergency medical care at the scene. Paramedics assist and participate in training programs and related fire prevention/public education activities. Employees of this class perform assigned duties and have work reviewed by the Paramedic Unit Commander of the Emergency Medical Services Division. This class ranks directly below that of Paramedic Unit Commander.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Responds to emergency medical calls, emergency rescues, fire alarms and public service calls where life or property is at risk. Drives emergency medical vehicles to and from the scene of a fire or other emergency to provide medical care and/or to transfer the injured to a hospital or emergency care facility. Provides emergency medical care to the sick or injured at the emergency scene or while in transport to the hospital emergency department using communications and medical equipment provided. Notifies dispatcher to call for additional emergency medical help if needed. Uses breathing apparatus, as required for protection at the emergency scene. Frees trapped victims using extrication equipment in order to administer emergency medical care. Monitors vital signs and takes appropriate action to preserve life as prescribed by standing orders or by a doctor. Provides advanced life support services to patients including conducting and interpreting EKG's, endotracheal intubations in airway, administering IV fluids and using defibrillators to shock a stopped heart. Follows triage procedures while operating and interpreting monitors, apparatus and other equipment used to provide emergency medical services. Obtains a comprehensive drug history, administers medication to the patient at the emergency scene or while in transport to the hospital and observes and documents the effects of the medication that was administered. Keeps informed on any specific signs or circumstances under which it is not appropriate and may be harmful to administer a drug to patients.

Drives fire apparatus to and from the fire scene making sure to follow all laws and safety regulations. Places apparatus at fire scene according to the direction of commanding officer. Performs the duties of a fire suppression/rescue team at the scene of a fire or emergency when

not offering medical care. Positions the pumper, deploys hose by using a forward, reserve or split lay and connects/disconnects hose to opening and discharge valves of pumper. Attacks fires using correct procedures. Identifies and protects potential exposures by using direct streams or water curtains. Calms distraught family members of the victim during an emergency medical situation. Maintains appearance of fire apparatus by cleaning apparatus and removing dirt, mud, grease, oil and soot. Performs routine maintenance and custodial work on emergency medical vehicles, equipment and station grounds. Completes inventory and maintains supplies and equipment.

Promotes a positive public image of the fire department and the emergency medical services division. Studies new laws, techniques and information relating to emergency medical services in order to incorporate such into the operations of the department. Participates in training exercises to practice and learn new skills in the areas of emergency medical care and basic firefighting. Conducts tours of department facilities for schools or civic groups.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Prior to confirmation in the class of Paramedic, must possess Firefighter I, Firefighter II, HazMat Awareness, HazMat Operations and Driver/Operator certifications.

Must possess an American Heart Association BLS Certification (CPR card) (or equivalent as approved by the department.)

Must hold a current certification as a Nationally Registered Paramedic (NRP).

Must possess a current Louisiana State Paramedic License.

Paramedic SG

Original Adoption: 05-26-22

Revision Dates: 09-01-22

PARAMEDIC UNIT COMMANDER

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible technical positions, the primary duties of which include overseeing and performing all intensive emergency medical care given on a medical response unit and providing training to enable department personnel to acquire or retain their Emergency Medical Technician certifications. Employees of this class are responsible for all emergency medical operations on an assigned unit including maintaining prescribed inventory levels of supplies and maintaining all records required to document emergency medical services provided by the department. The incumbents of this class serve as a field training officer for new Paramedics and assist in evaluating the performance of all fire suppression and EMS personnel assigned to staff emergency medical vehicles at the scene of a fire or other emergency. Employees of this class perform assigned duties and have work reviewed by the Shift Supervisor of Emergency Medical Services. This class ranks directly below that of Shift Supervisor of Emergency Medical Services.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Oversees the work of subordinate Paramedics assigned to an emergency medical services unit. Exercises direct supervision over subordinate EMS unit employees by inspecting the appearance of equipment and personnel and reviewing reports written by subordinates. Serves as a field training officer for new Paramedics and trains subordinates in the work of the Emergency Medical Services division in order to prepare them for certification tests in emergency medical services. Develops or assembles teaching material for use in emergency medical training. Supervises assigned employees by discussing work performance, providing assistance in technical areas of work and evaluating the clinical work of candidates for intermediate paramedic-level emergency medical services. Discusses evaluations of emergency medical services with subordinates and appropriate division supervisors to correct or improve problem areas. Participates in training exercises to practice acquired skills and learn new skills in emergency medical care and basic firefighting.

Responds to fire or emergency calls and directs the operations of subordinate emergency medical unit personnel. Observes emergency medical services procedures at the emergency scene in order to correct errors and incorporate needed changes into the training program. Uses breathing apparatus as required for protection at the emergency scene. Frees trapped victims using extrication equipment in order to administer emergency medical care. Oversees emergency

medical services provided to the sick or injured at the emergency scene or while in transport to the hospital using communications and medical equipment. Drives emergency medical vehicles to and from the scene of a fire or other emergency to provide medical care and/or to transfer the injured to a hospital or emergency care facility. Obtains a comprehensive drug history, administers medication to the patient at the emergency scene or while in transport to the hospital and observes and documents the effects of the medication that was administered. Provides advanced life support services to patients including conducting and interpreting EKG's, endotracheal intubations in airway and administering IV fluids. Follows triage procedures while operating and interpreting monitors, apparatus and other equipment used to provide emergency medical services. Uses quality control standards to ensure appropriate medical care is being delivered.

Participates in the Incident Command System. May perform the duties of company officer or incident commander and assist the fire suppression/rescue team at the scene of a fire or emergency when not offering emergency medical care. Responds to hazardous materials incidents, crime scenes, and mass casualty incidents to take charge of medical emergencies and perform medical services involving personal injuries.

Supervises the preparation and maintenance of emergency medical services records and reports by reviewing records completed by subordinates. Reviews reports for accuracy and to identify opportunities for improvement. Completes forms, reports and records related to emergency medical services provided by the assigned unit. Checks all emergency medical equipment on a regular basis to ensure that equipment is in correct operating condition. Maintains prescribed supply inventory levels on EMS unit and disburses supplies and equipment to emergency medical personnel as required.

Promotes peace and harmony among staff assigned to the emergency medical services unit. Ensures discipline is maintained and counsels employees who are experiencing work problems. Encourages a good attitude toward the fire service and fire department operations in subordinates. Conducts workshops on first aid, CPR and basic emergency medical services for the general public. Assists with tours of department facilities for schools or civic groups.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing

Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Paramedic for a continuous period of at least seven (7) years immediately preceding closing date for application to the board.

Must possess an associate degree (or higher) in a related field.

Must have completed the National Association of EMS Educators Level 1 EMS Instructor Course.

As of January 1, 2025, must hold a current certification as a Flight Paramedic or as a Critical Care Paramedic.

Paramedic Unit Commander SG

Original Adoption: 05-26-22

Revision Dates:

SHIFT SUPERVISOR OF EMERGENCY MEDICAL SERVICES

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible technical positions, the primary duties of which include overseeing and performing all intensive emergency medical care given on an assigned shift and conducting training classes to enable department personnel to acquire or retain their Emergency Medical Technician certification. Employees of this class assist in developing the EMS training program and oversee the maintenance of all records required to document emergency medical services provided by the department. The incumbents of this class also supervise and evaluate the performance of all fire suppression and EMS personnel assigned to staff emergency medical vehicles at the scene of a fire or other emergency. The Shift Supervisor of Emergency Medical Services assists the Chief of Emergency Medical Services in performing administrative duties required to operate the Emergency Medical Services Division. Employees of this class have the authority to work independently. The Shift Supervisor of Emergency Medical Services receives special assignments from and has work reviewed by the Chief of Emergency Medical Services. This class ranks directly below that of Chief of Emergency Medical Services.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises and participates in the response to fire or emergency calls in order to direct the operations of subordinate emergency medical personnel while on an assigned shift. Oversees emergency medical care provided to the sick or injured at the emergency scene or while in transport to the hospital using communications and medical equipment provided. Notifies dispatcher to call for additional emergency medical help if needed. Performs emergency medical services at a crime scene involving personal injuries. Uses protective breathing apparatus at the emergency scene when needed and extrication equipment in order to free people to administer emergency medical attention. Drives emergency medical vehicles to and from the scene of a fire or other emergency to provide medical care at the scene and/or transfer the injured to a hospital or other emergency care facility. Checks all emergency medical equipment such as communications systems, emergency medical apparatus, etc. on a regular basis to assure that equipment is in correct operating condition.

Obtains a comprehensive drug history, administers medication to the patient at the emergency scene or while in transport to the hospital and observes and documents the effects of the medication that was administered. Keeps informed on any specific signs or circumstances under which it is not appropriate and may be harmful to administer a drug to patients. Provides advanced life support services to patients including conducting and interpreting EKG's,

endotracheal intubations in airway, administering IV fluids and using defibrillators to shock a stopped heart. Performs triage procedures while operating and interpreting monitors, apparatus and other equipment used to provide emergency medical services. Assists the fire suppression or rescue team during shift at the scene of a fire or emergency, when not offering emergency medical care.

Exercises direct supervision on shift over subordinate emergency medical services employees. Generates a work schedule for employees of an assigned shift and determines work or duty areas. Inspects the appearance of EMS personnel and equipment to ensure compliance with departmental standards. Oversees EMS division employees by evaluating their work performance and the quality of emergency medical services provided on an assigned shift. Works with medical experts and superior officers to critique field operations and evaluate the clinical work of candidates for intermediate paramedic-level emergency medical services. Provides daily assessments of work performance to assigned subordinates and the Chief of EMS to identify areas in need of improvement. Counsels EMS employees who are experiencing work problems and ensures discipline is maintained on assigned shift. Conducts employee performance evaluations of assigned shift subordinates.

Participates in the development of a training program for the division and ensures that such program is properly staffed and supplied with training resources. Consults with doctors and other medical professionals to ensure that all training procedures are developed and maintained following acceptable medical standards. Observes operations at the emergency scene in order to correct errors and incorporate needed changes into the training program. Assembles teaching materials and conducts formal training classes required to prepare department members for certification in emergency medical services. Participates in training exercises to practice acquired skills and to learn new skills in the areas of emergency medical care and basic firefighting. Provides assistance and instruction to subordinates in technical areas of work.

Oversees the preparation and maintenance of emergency medical services records and reports. Trains subordinate employees on proper procedures for completing EMS related paperwork and reviews reports completed by subordinates for accuracy. Periodically inspects systems and facilities for maintaining records. Personally completes forms, records and reports related to emergency medical services. Oversees the general care, maintenance and use of all EMS communications and medical equipment. Ensures subordinates and EMS vehicles have the designated supplies and equipment needed for an assigned shift. Makes requests for needed supplies or orders such at the direction of a superior officer. Disburses supplies and equipment to subordinate shift employees, as needed.

Serves as a liaison between fire service medical operations and area hospitals; communicates with other medical professionals to take and deal with complaints, answer questions, and discuss needed changes in operations or training. Promotes a positive public image of the fire department and partakes in setting goals and objectives within the emergency medical services division. Encourages a good attitude toward the fire service and fire department operations in subordinates. Conducts workshops on emergency medical services for the general public on

topics including first aid and CPR. Oversees tours of department facilities for schools or civic groups.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Paramedic Unit Commander for at least two (2) years immediately preceding closing date for application to the board.

Must possess a bachelor's degree (or higher) in a related field or must possess a bachelor's degree (or higher) in any field with an associate degree in a related field.

Must have completed the National Association of EMS Educators Level 2 EMS Instructor Course.

As of January 1, 2025, must possess the National Certified EMS Educator (NCEE) certification by passing the NEMSEC Exam.

Shift Supervisor of Emergency Medical Services SG Original Adoption: 05-26-22 Revision Dates:

CHIEF OF EMERGENCY MEDICAL SERVICES

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises an Emergency Medical Services (EMS) position in the Fire Department, the primary duty of which includes assisting the Fire Chief in implementing EMS programs, policies, training and procedures. The Chief of Emergency Medical Services observes, documents, and reviews all aspects of EMS operations; provides EMS training to ensure compliance with all applicable standards; makes recommendations for maintaining competency of all personnel performing EMS functions and provides for the maintenance of division records, equipment and supplies. The employee of this class exercises no direct supervision over the line classes; however, the incumbent directs the emergency medical services operations at the emergency scene under the Incident Command System. The Chief of Emergency Medical Services works with some supervision, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops and implements an emergency medical service training program for the department and provides for regular or outside employee training at all levels within the division. Conducts formal training classes in areas necessary to prepare personnel for EMS certification tests. Sets priorities for EMS training, including scheduling, location and personnel. Assembles teaching materials for use in EMS training and participates in the development of policy and procedure manuals for the division. Participates in training exercises to practice acquired skills and learn new skills in areas of EMS and basic firefighting. Prepares and administers examinations. Evaluates the effectiveness of the training program by observing EMS procedures at the emergency scene and by reviewing results of training examinations. Works with medical experts and training division personnel to critique field operations. Studies new laws, regulations, ordinances, court rulings, pharmacological information and medical techniques and incorporates such into departmental operations and training. Consults and works with all necessary medical professionals and experts to ensure the EMS training program meets acceptable medical standards. Evaluates the clinical work of candidates for intermediate or paramedic-level EMS. Utilizes informal training sessions or on-the-job training as needed.

Manages the operation of the EMS division. Assists the Fire Chief in determining how the division should be organized with respect to the number and distribution of operating units. Works with the Fire Chief to set management policies, goals and objectives for the division regarding equipment and personnel assignments. Exercises direct supervision and evaluates fire personnel who perform emergency medical services at the scene to ensure effective fireground operations and proper use of medical equipment. Reviews and evaluates EMS and contributions made by the different service elements, recommending changes in standard operating procedures as needed. Keeps informed on modern methods of emergency medical work, and any local

situations which may affect emergency medical service response.

Evaluates work performance of fire personnel who provide EMS and discusses performance with employees and their supervisors. Holds meetings with fire personnel to receive or provide information on EMS and to relay changes to departmental policies or procedures. Investigates complaints against division personnel and formulates a recommendation for reply to the complaint or action to be taken. Ensures proper management and discipline of the members of the division. Makes recommendations on policy such as types of equipment needed, placement of equipment, and personnel assignments. Supervises division employees by assigning work schedules and equipment, approving leave, aiding in technical areas of work, and resolving employee complaints and grievances. Maintains discipline by counseling or recommending disciplinary action against subordinates and writes employee evaluation reports. Participates in personnel recruitment and interviews prospective division employees to make recommendations for placement. Transfers employees within the division to maintain division strength and efficiency of operation.

Responds to fire and emergency calls, supervises and provides emergency medical care and advanced life support to the sick or injured at the emergency scene or while in transport to the hospital. Follows triage procedures and oversees EMS employees who administer medication and provide advanced life support services at the scene. Ensures a comprehensive drug history is obtained on patients; recognizes any specific circumstances under which it would be inappropriate or harmful to administer a drug; observes and documents the effects of medication administered to individuals at the emergency scene or in transport. Calms distraught family members of the victim during an emergency medical situation. Notifies dispatcher to call for additional emergency medical help and serves as liaison between fire service medical operations and area hospitals. Performs duties of a company officer or incident commander at the scene when not providing emergency care.

Accurately prepares and maintains all related EMS records, reports, and forms and reviews EMS records completed by division personnel. Decides what information should be included in EMS records and determines in what form this information should be kept. Files records and reports, and periodically inspects filing systems and facilities. Reads graphs, charts, manuals, computer printouts, compiles statistics and assembles information to write narrative reports on any areas related to the operation of EMS or to the training of personnel including reports on operations, emergency medical statistics, trends, requests, proposed legislation, or local ordinance. Reviews official emergency medical service correspondence and responds by letter, phone, or personal contact. Gathers information requested by courts, attorneys or other authorized persons regarding EMS incidents or lawsuits.

Oversees the daily operation, general care, maintenance, and use of EMS communications equipment, emergency medical apparatus and equipment, and other related property. Regularly checks that all equipment is in correct operating condition. Gathers information to be used in compiling the budget for the Emergency Services Division and develops specifications for new emergency medical equipment. Consults with the governing body and prepares and submits a divisional operating budget by preparing budget calendar, revenue and spending estimates. Writes requests for grants or other special funds to aid in the operation of the emergency medical service. Meets with sales representatives to review products. Recommends and assists with the purchase, repair, maintenance, and inspection of equipment and supplies for the division.

Manages inventory, provides for proper storage, reorders and disburses equipment and supplies for the division.

Promotes a positive public image of the fire department and of the EMS division by providing information on EMS and related topics to the general public when responding to phone inquiries, conducting workshops, publishing articles, and conducting department tours. Conducts polls, surveys, and related information gathering devices, using members of the public, employee groups, firefighting professionals, etc., on questions or problems relating to the emergency medical service. Coordinates special projects to enhance the public image of the department by working with other public service agencies on projects of mutual concern. Attends official meetings to deliver speeches and answer questions regarding all matters relating to EMS provided by the department. Coordinates the work of the division with related federal, state, and local agencies, Acts as a consultant for other EMS in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or emergency medical efforts. Communicates with medical professionals dealing with complaints, answering questions, and discussing division operations or training.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Shift Supervisor of Emergency Medical Services for at least three (3) years immediately preceding the closing date for application to the board.

Must possess a master's degree (or higher) in a related field or must possess a master's degree in any field with a bachelor's degree in a related field. Completion of the Executive Fire Officer Program in lieu of a master's degree will be accepted if the applicant has a bachelor's degree in a related field.

Chief of Emergency Medical Services SG
Original Adoption: 11-12-20
Revision Dates: 05-26-22

SPECIAL SERVICES OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF CLASS

This class encompasses a position in the Special Services division of the fire department. Incumbents of this class diagnose mechanical problems and conduct safety inspections on all departmental vehicles. Employees of this class maintain, repair, adjust and organize replacement parts for all departmental vehicles, fire apparatus and equipment. Special Services Officers perform duties with a high degree of supervision and receive specific instructions for most duties. Special Services Officers report to and have work reviewed by the Chief of Special Services.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to the class.

Provides for the general care and maintenance of firefighting apparatus. Inspects apparatus for accident prevention devices and to ensure compliance with occupational safety and health regulations. Performs general maintenance tasks such as refueling vehicles, changing and adding oil, adjusting headlights, and similar tasks. Disinfects, refills, maintains correct dew point levels of air, and provides for proper storage of self-contained breathing apparatus. Inspects, maintains, tests, and repairs nozzles and nozzle assemblies, fire hose and hose couplings, emergency station power generator for fuel and lubrication, emergency lighting and electrical equipment, ground ladders, aerial ladders, and turn-out equipment and clothing.

Operates, adjusts, or tests department property, equipment and supplies which have been returned as defective to determine or recommend repair or replacement. Inspects specified areas for fire service equipment and other safety and first-aid supplies. Provides for the general care of stations and grounds. Inspects supply facilities to ensure compliance with department maintenance standards. Repairs and maintains plumbing systems and component parts, including pipes, faucets, plumbing fixtures, water heaters, and sewer lines. Performs carpentry work on station buildings. Repairs and maintains electrical system, switches, wiring connections, and component parts.

Provides for the general care and maintenance of department communications equipment and any other specialized equipment owned and operated by the fire department. Gets estimates on repair costs for any assigned equipment. Transports, delivers, and picks up equipment for repair or maintenance. Demonstrates safety equipment and practices.

Maintains inventory of supplies and equipment and counts items according to department procedures to assure adequate inventory. Organizes and stores department property, equipment, and supplies in an orderly fashion to allow ease of locating and retrieving materials. Makes arrangements for the shipping and receiving of supplies by communicating with transportation and delivery services. Distributes supplies to department personnel as required.

Reads service manuals, parts books, and any other written material necessary to determine how to perform required duties. Reads graphs, charts, manuals, reports, or related documents. Prepares purchase requisitions according to department procedures.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must have at least five (5) years of work experience in a full-time paid fire department which must include experience in the maintenance and repair of fire apparatus, fire department equipment, and buildings.

Prior to the closing date for application to the board, must have attained an associate degree in Fire Science or related fire management curriculum.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Special Services Officer SG
Original Adoption: 08-01-14
Revision Dates: 10-06-21

CHIEF OF SPECIAL SERVICES

(Promotional Class)

DISTINGUISHING FEATURES OF CLASS

This class encompasses a responsible, supervisory position in the Special Services division of the fire department. Employees of this class coordinate and supervise maintenance on all departmental vehicles, fire apparatus and equipment. The Chief of Special Services is a highly responsible class and requires little supervision. The Chief of Special Services reports to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to the class.

Supervises the position comprising special service support classifications such as Special Services Officer. Supervises the general care and maintenance of department equipment, property, and supplies. Supervises department employees by overseeing and evaluating work performance of subordinates, writing employee evaluation reports, and maintaining discipline within the department.

Manages the operation of one division within the fire department. Plans and organizes departmental operations having to do with equipment and apparatus. Supervises the general care and maintenance of firefighting apparatus. Oversees the inspection of apparatus and machinery of the department to ensure compliance with occupational safety and health regulations and for accident prevention devices. Inspects the testing and repairs of open-circuit breathing apparatus, breathing air compressors, and self-contained breathing apparatus. Manages the proper storage, correct dew point levels, flow testing, and the recording of the use and maintenance of self-contained breathing apparatus. Ensures that nozzles and nozzle assemblies, fire hose and hose couplings, emergency station power generator, emergency lighting and electrical equipment, ground ladders, aerial ladders, and turn-out equipment and clothing is properly inspected, maintained, tested, and repaired.

Supervises the general care and maintenance of department stations and grounds. Arranges for repairs and maintenance of all department facilities, equipment, or operating systems and assigns such to qualified department personnel. Inspects specified areas for fire service equipment and other safety and first-aid supplies.

Investigates all accidents involving department personnel, determines cause, and makes recommendations on procedure to avoid future accidents. Ensures equipment and machinery comply with occupational safety and health regulations and have accident prevention devices. Demonstrates safety equipment and practices. Supervises the general care and maintenance of department communications equipment and any other specialized equipment owned and operated by the fire department. Directs the testing of equipment, assuring that all applicable federal, state, and local standards are met. Oversees the repair of faulty equipment at the fire scene, arranges for repair which cannot be repaired within the department, gets estimates on

repair costs, and inspects equipment after repairs to see that repairs were properly accomplished.

Identifies and appraises conditions which could produce accidents and financial losses. Directs research studies to identify hazards and evaluate loss-producing potential of a given operation. Recommends changes in department operations that will help the district obtain favorable ISO ratings. Manages the research of the best methods of handling specific fire department tasks and sees that such jobs are either contracted for or assigned to qualified department personnel.

Makes recommendations on major purchases for the department. Writes specifications for new fire department equipment, prepares specifications for public bids, and assists in overseeing the bidding process. Purchases equipment and supplies, keeping such purchases within the established budget for the department. Prepares purchase requisitions and expenditure estimates according to department procedures.

Compiles, organizes, and analyzes data needed for reports. Writes narrative reports such as reports on operations, accidents and injuries, and personnel evaluations. Types letters, forms, memos, statements, formal reports, or any other documents assigned. Supervises the completion of all forms and records required, including inventory cards, stock cards, order forms, requisition forms, repair records, inventory log sheets, charge-back forms, transmittal forms, and budget requests.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Prior to the closing date for application to the board, must have attained an associate degree in Fire Science or related fire management curriculum.

Effective January 1, 2027 must have attained a bachelor's degree in Fire Administration or related curriculum as approved by the Fire Chief.

Effective January 1, 2024 must have obtained Fire Officer I certification according to National Fire Protection Association (NFPA) standard.

Effective July 1, 2025 must have obtained Fire Officer II certification according to National Fire Protection Association (NFPA) standard.

Effective January 1, 2026 must have obtained Fire Officer III certification according to National Fire Protection Association (NFPA) standard.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Special Services Officer.

Chief of Special Services SG

Original Adoption: 08-12-11

Revision Dates: 08-01-14, 10-06-21

FIRE PUBLIC EDUCATION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses specialized, non-supervisory positions in the Fire Prevention Division, the primary duties of which include public education, developing educational programs, public speaking, inter-agency educational programs, and acting as a spokesperson for the department. Incumbents in this class educate the public on fire hazards and safety and maintain records and reports required to document the activity of the Fire Prevention Division. Fire Public Education Officers work with some supervision having the authority to work independently in most areas. Employees of the class report to and have work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Oversees and participates in programs designed to educate the public about fire hazards and conditions which may increase the possibility of fire. Develops a fire prevention education curriculum by analyzing the targeted audience and designing the appropriate method of presentation. Utilizes information, such as incident reports, demographic data, and injury information from hospitals in order to customize fire prevention education to certain target audiences. Assists the fire administration in identifying the most important local fire problems in order to focus the fire education effort on populations and locations categorized as high risk. Selects program components and objectives to meet community needs by conducting an inventory of community resources and available materials, then estimating the costs and benefits of possible programs. Determines the specific content and format of fire safety messages, and develops instructional materials, audio-visual aids and fire safety presentations to be distributed within the community and to be used in public fire education programs. Structures presentations to provide information to the public about fire dynamics, human behavior during fires, built-in fire protection and injury prevention.

Writes speeches and structures presentations on community risk reduction and fire safety topics to be used by assigned department members and volunteers in the public fire education program. Oversees and delivers lectures, talks, or demonstrations on fire safety to schools, clubs, or civic groups. Organizes and trains fire service personnel and volunteers who participate in the public fire education program. Provides for the safety of fire equipment and the proper appearance of personnel involved in the public fire education program. Provides on-the-job training for department members, including explaining policies, procedures, and rules, and

providing assistance in technical areas of work. Responds in person to all alarms or emergency calls for which the department is answerable in order to assist suppression personnel and gather information to be used in the public fire education program.

Serves as a classroom instructor for public fire education training. Participates in conferences, conventions, and other educational meetings, and reads and studies current literature to keep informed on modern fire prevention methods and administrative practices.

Works to develop support within the community for public safety programs, fire safety programs and fire-related ordinances. Collects information for pre-fire plans by visiting businesses, schools and other public assembly locations in order to record features which might become important in a fire or emergency situation. Contacts business leaders and provides fire safety education to workers or enlists the businesses as sponsors for public education efforts by the department. Evaluates the impact and effectiveness of the public fire education program by comparing baseline data on number of fire incidents, number of fire deaths or injuries, and amount of property loss with new data collected after the implementation of the program. Makes modifications and improvements to the public fire education program, as needed.

Writes and submits public service announcements and news releases on fire safety to be used by local television and radio stations and by local newspapers and magazines, using accepted procedures necessary for working with the news media. Writes newspaper articles and letters to handle problems or to address needs of the division, using accepted format for business correspondence. Compiles, organizes, and analyzes data needed, and writes reports required to document division activities by effectively communicating information in a written format, using logical organization and correct grammar.

Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed or assisting in projects of mutual concern to both the agency and the fire prevention division. Serves as a division representative to the news media, releasing information and answering questions concerning the work of the division. Responds to questions from the public about the operation of the fire prevention division or any related areas of fire prevention services. Provides information about firefighter personal protective equipment, gear, tools, and fire apparatus. Coordinates field trips to the fire department and schedules tours of department facilities for schools or civic organizations, providing for appropriate guides, instructors, and informational materials during the visit.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must have a bachelor's degree in education, fire science, fire administration, public administration, or other related curriculum by 2027 and must also have at least five (5) years of experience as a public educator.

Fire Public Education Officer SG Original Adoption: 05-26-22 Revision Dates: 02-15-23

FIRE PREVENTION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

Positions of this class are specialty positions in the fire prevention section of fire department operations. Employees of this class perform initial inspection of buildings to insure compliance with fire codes, perform re-inspections to ascertain that fire hazards have been corrected, work with law enforcement officials on arson cases, and keep records of fire prevention and investigation work performed. The position is non-supervisory in nature and fire prevention officers work independently in certain designated areas with specific instructions for non-routine duties. The Chief of Fire Prevention is the immediate supervisor for employees of this class and reviews all work performed.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Inspects commercial or business buildings, multi-unit residential buildings, single family residences, schools, institutional buildings; checks buildings for violations of fire codes in areas such as fire extinguishers, exit doors and lights, general housekeeping, wiring, heating/air-conditioning vents or maintenance, cooking equipment safeguards, fire protection for special equipment, outside accessibility to buildings, outside building maintenance;

Discusses inspection findings with building owner/manager; makes recommendations for the correction of fire hazards; gets information such as owner's name, opening/closing hours, emergency phone numbers;

Reinspects buildings where violations of fire codes occurred; issues written warnings for uncorrected violations;

Fills out report forms and keeps records of fire inspection and investigation work; writes narrative reports related to work performed; maintains all files of the inspection/investigation division;

Inspects fire scene both as fire is being fought and afterwards to determine cause and origin of fire; works with law enforcement personnel and searches for, collects, and labels evidence; turns evidence over to laboratory experts for analysis; may talk with witnesses or other informants or search for information to locate suspects in arson cases; assists arson prosecutor in preparing arson cases for trial;

Answers questions on fire prevention for the public; replies to correspondence concerning fire prevention problems; consults with institutions or companies on fire prevention problems; gives lectures, talks, demonstrations on fire prevention subjects to schools, clubs, etc., using audio-visual equipment such as slide projector, etc.;

Issues burning permits; conducts fire drills;

Coordinates work of prevention/investigation with law enforcement or other fire prevention agencies;

Maintains reference library on inspection/investigation areas; orders supplies and equipment for the inspection/investigation section;

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise stated, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, must possess a valid driver's license, and passing a civil service examination for the position.

After offer of employment, but before beginning work in this class, must pass a medical examination, a drug screen, a psychological evaluation, a fitness evaluation, a criminal records review, and a driver's license check, prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Prior to the closing date for application, must have completed five (5) years of experience in a full-time paid fire department and/or related fire inspection service.

Prior to the closing date for application to the board, must have obtained certifications as, Fire Inspector I, Fire Inspector II and Fire Investigator, according to National Fire Protection Association (NFPA) Standards.

Prior to the closing date for application to the board, must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Responder (EMR.) By confirmation date must be an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Fire Prevention Officer.

Prior to confirmation, must have an associate degree in fire science or a related fire inspection curriculum.

Fire Prevention Officer SG
Original Adoption: 04-22-87
Revision Dates: 11-02-94, 06-25-97, 10-02-06, 10-15-10, 10-06-21, 02-15-23

CHIEF OF FIRE PREVENTION

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative and supervisory position, the primary duties of which involve planning, organizing and directing the department's fire prevention program, including fire inspections, fire investigations and public fire education. The Chief of Fire Prevention supervises subordinate personnel assigned to the division, provides for the maintenance of records and reports of division activity, and personally performs fire inspections. The Chief of Fire Prevention works with a high degree of independence, receiving work assignments and direction for special projects from the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Oversees and directs the operations of the Fire Prevention Division, which include the program for fire inspections, fire investigations and public fire education. Conducts research and oversees planning for programs and activities of the division. Recommends management policies, goals and objectives for the division. Inspects division operations, evaluates the effectiveness of such operations, and takes appropriate action to correct or improve problem areas.

Monitors and evaluates local conditions which may become fire or safety hazards. Evaluates new laws, regulations, ordinances, and court rulings relating to fire prevention operations to determine if changes in division policies and procedures are needed. Coordinates the work of the division with related federal, state, and local agencies, releasing information and giving assistance as needed.

Reviews incoming written communications for the division, making assignments to staff and writing comments and notes as necessary to route work to the appropriate person or location. Recommends policy concerning what information should be included in division records and determines in what form this information should be kept. Provides for the preparation and maintenance of division records and reports. Reviews records completed by subordinates. Periodically inspects systems and facilities for maintaining division records. Writes newspaper articles and other official position paper for publication when designated to do so by the Chief of Administration. Prepares correspondence in response to inquiries about the operations of the division.

Supervises subordinate division employees, sets work schedules and approves requests for leave of absence. Evaluates the work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems and maintains discipline. Resolves employee complaints and grievances. Conducts on-the-job training in inspection, investigation and public fire education. Assists in technical areas to subordinates and employees of other department divisions.

Performs fire inspections and enforces fire prevention codes and ordinances. Issues citations assesses fines and serves court summonses for non-compliance with fire codes. Discusses inspection findings with the building owner or manager, provides the person in charge with copies of all required forms and reports, and makes recommendations for the correction of fire hazards. Completes a report of each fire inspection, recording all necessary information about the building, presenting facts and evidence collected during the inspections, and outlining conclusions reached and recommendations made because of findings.

Inspects fire scene both as fire is being fought and afterwards to determine cause and origin of fire; works with law enforcement personnel and searches for, collects, and labels evidence; turns evidence over to laboratory experts for analysis; may talk with witnesses or other informants or search for information to locate suspects in arson cases; assist arson prosecutor in preparing arson cases for trial.

Receives and responds to complaints from the public on hazards or on possible violations of fire codes. Assists in the development of evacuation plans for schools, hotels, hospitals, or other buildings required to have such plans. Oversees fire safety in public assembly occupancies at major events. Reviews building plans to identify potential problems related to fire protection. Issues permits required for special conditions, circumstances, or equipment which may be fire or safety hazards.

Develops a fire prevention education program by analyzing target audience, designing the appropriate method for presentation, and evaluating the effectiveness of the program. Delivers lectures, talks, or demonstrations on fire safety to schools, clubs, or other organizations. Educates the public about fire hazards, and conditions which may increase the possibility of fire. Develops support of the public fire education program through contact with businesses and community leaders.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Fire Prevention Officer.

Must possess a valid driver's license.

Must have obtained certification as Incident Safety Officer, Fire Inspector I, Fire Inspector II, and Fire Investigator according to National Fire Protection Association (NFPA) Standards.

Effective January 1, 2024 must have obtained Fire Officer I certification according to National Fire Protection Association (NFPA) standard.

Effective July 1, 2025 must have obtained Fire Officer II certification according to National Fire Protection Association (NFPA) standard.

Effective January 1, 2026 must have obtained Fire Officer III certification according to National Fire Protection Association (NFPA) standard.

Prior to closing date for application to the board, must have an associate's degree in fire science or a related fire inspection curriculum.

Effective January 1, 2027 must have attained a bachelor's degree in Fire Administration or related curriculum as approved by the Fire Chief.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Fire Prevention Officer.

Chief of Fire Prevention SG
Original Adoption: 08-02-00
Revision Dates: 02-28-02, 10-15-10, 08-12-11, 10-06-21

FIRE TRAINING AND SAFETY OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible and specialized fire department positions, the major responsibility of which is assisting in the observation, evaluation, documentation, and implementation of fire training and safety procedures for the fire department operations. The Fire Training and Safety Officers are responsible for assisting in the development of related programs and activities, conducting classes for departmental employees and providing related information to the public. The employees of this class have no direct supervision over fire department personnel; however, the incumbents perform functional supervision over departmental employees as it relates to safety procedures and during training. The employees of this class work with some supervision, having the authority to work independently in most areas, and reporting to and having work reviewed by the Chief of Administration, except in Incident Command Situations.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises and provides for employee training at all levels to meet the needs of the department. Assists in the development of a training program and maintains supply of training resources and library of training materials. Conducts training classes, either in the classroom, at the drill field, or at the fire station in the following areas: basic firefighting, fire attack, forcible entry, ventilation, fire streams, nozzle and hose handling, pump operations, hydraulics, extinguishers, rescue, salvage and overhaul, use of protective breathing apparatus, tools, equipment, and fire apparatus, driving fire equipment, or any other related subjects assigned or required. Supervises and conducts training in fire service areas of first aid, CPR, EMS, containment and control of hazardous material, communications, pre-fire planning, fire prevention, investigation, inspection, and supervision or in laws applicable to fire service operations. Coordinates and schedules department or outside training for all department employees as directed. Prepares lesson plans, training material, and written tests for training classes. Administers and grades tests. Develops job stimulation exercises to rate skills acquired during training. Assists with evaluating the effectiveness of training to determine the need for additional training, or to recommend changes in the training program.

Develops and supervises the coordination of a safety program for the department by assuring that such program is properly supplied with training sources and implementing safety activities with supervisors of departmental divisions throughout the fire department. Participates in the evaluation of a safety program, devises evaluation methods, and makes recommendations for improvements. Demonstrates safety equipment and practices. Observes department personnel to determine use of prescribed safety equipment. Develops and recommends accident and loss control systems and programs to reduce or eliminate occupational injuries or financial losses. Investigates all accidents involving department equipment or personnel to determine cause and

make recommendations on procedures to avoid future accidents. Participates in activities of related professional organizations to update knowledge of safety program developments. Recommends management policies, goals, and objectives for the training and safety division for consideration by a superior officer. Conducts inspections, observes operations, and assists superior officers in evaluating the effectiveness of the various divisions in the department. Takes appropriate action to correct or improve problem areas in the department as directed. Participates in the research and planning for programs and activities of the division. Keeps informed on modern firefighting methods and administrative practices. Monitors and evaluates local conditions which may become fire or safety hazards. Responds to fires to make notes or take photographs for use in training. Participates in developing a personnel recruitment and selection program. Arranges for agility and drug testing for newly hired employees. Provides informal or "on-the-job" training for new employees.

Personally, completes all forms and records for the training and safety division as required. Read graphs, charts, and manuals, and compiles and organizes data needed for reports. Prepares accident and injury reports for review by administrative personnel. Coordinates with accounting regarding the first report of an injury to workman's compensation. Files records and reports as required. Writes letters or reports concerning the operation of the division. Assists with written requests for grants or other special funds to aid in the operation of the fire service. Assists with written specifications for new fire department equipment.

Performs public relations functions by informing the public about the work of the fire department through answering telephone inquiries, delivering talks or demonstrations, distributing literature, or by participating in public education programs with other fire department divisions. Participates in conferences, conventions, and other educational meetings. Acts as a consultant for volunteer fire departments by providing technical expertise, assistance and cooperation in training and safety.

Performs other related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a medical examination and fitness evaluation prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must have at least three (3) years full-time experience in fire service training.

Prior to the closing date for the application to the board, must have obtained certification as Firefighter I, Firefighter II, Fire Service Instructor I, Fire Service Instructor II, Fire Officer I, Fire Officer II, Fire Officer III, Fire Department Safety Officer, Apparatus Driver/Operator - Aerial, Apparatus Driver/Operator - Pumper, Fire Inspector I, Fire Inspector II, Fire Investigator, Hazardous Materials - Awareness, and Hazardous Materials - Operations according to National Fire Protection Association (NFPA) Standards.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) or higher.

Prior to closing date for application to the board, must have an associate degree in fire science or a related fire management or education curriculum.

Effective January 1, 2026 must have attained a bachelor's degree in Fire Administration or related curriculum as approved by the Fire Chief.

Fire Training and Safety Officer SG
Original Adoption: 04-03-09
Revision Dates: 10-15-10, 10-06-21, 02-15-23

FIRE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

Employees in positions of this class perform entrance-level work in operating communications equipment, keeping records, and other duties in the communications center of the fire department. They answer fire telephones, dispatch firefighting equipment, and keep simple records of these activities following department procedures. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. Communications officers report to and have work reviewed by the Chief of Administration.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Answers telephone and secures the most accurate information possible for any incident from caller; locates street address on map or in street file; determines the correct unit(s) to be dispatched and any other pertinent information by checking address in a cross-reference file, log, or microfiche file; transmits information on fire by telephone, public address, or teletype, and dispatches unit.

Keeps track of location and condition of each unit at all times; receives and transmits messages to and from the fire scene and to and from related department personnel; notifies all specified officers or special units of all working fires.

Calls ambulance service, utilities company, etc., for assistance at the fire scene or in emergencies, when necessary.

Receives emergency calls of a non-fire nature and responds appropriately.

Tests equipment such as fire radios and telephones as prescribed by department policy.

Keeps logs, records, files, and lists by making entries on a regular basis or by periodically reviewing and updating information.

Files reports forms, cards, logs, tapes, or other items for future reference; compiles permanent records, either written or taped, of all working fires.

Notifies repair crew or supervisor of any malfunctioning equipment.

Trains new communications officers by giving demonstrations, assisting with work performance, or supervising work performed during training period.

Prepares for shift change by briefing oncoming shift or by being briefed by outgoing shift, checking records from previous shift, or assembling necessary supplies and equipment.
Performs related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a medical examination, a drug screen, a psychological evaluation, a fitness evaluation, a criminal records review, and a driver's license check, prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be able to type at least thirty (30) words per minute.

Must possess a valid driver's license.

Prior to confirmation in the class of Fire Communications Officer, must have obtained certifications as Firefighter I, according to National Fire Protection Association (NFPA) Standards or APCO Fire Service Communications. In addition, must have obtained Public Safety Telecommunicator (PST), NFPA Hazmat Awareness/WMD and Emergency Medical Responder (EMR) certifications.

Fire Communications Officer SG

Original Adoption: 04-22-87

Revision Dates: 11-02-94, 01-12-00, 10-02-06, 10-15-10, 10-06-21, 09-01-22
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